Preparing a Letter of Intent (LOI)

When submitting your LOI, please have the following information available. You will enter this information electronically.

- Title: A descriptive title of the planned R&D
- Topic & Subtopic (e.g. 13 c)
- Principal Investigator name (and contact information if not previously registered)
- Business official name (and contact information if not previously registered)
- Name(s) of any proposed subcontractor(s) or consultant(s), if any

In addition you will upload a PDF attachment that contains the following information.

- Technical abstract: The abstract should not exceed 500 words and two pages and it must provide sufficient technical description of your technology and application to allow DOE to assign technical reviewers for your application. **Please note that your abstract must not contain any proprietary information.**
- LOIs can only be designated as Phase I.**DOE no longer accepts the submission of Fast-Track LOIs or Fast-Track full applications.**

Restrictions

A small business may submit a maximum of 10 LOIs for each Funding Opportunity Announcement.

Submission

The LOI must be submitted electronically through the DOE Office of Science Portfolio Analysis and Management System (PAMS) website https://pamspublic.science.energy.gov/. To access PAMS, you may use Internet Explorer, Firefox, Google Chrome, or Safari browsers.

Registration

The Business Official and/or Principal Investigator must register for an account in PAMS before it will be possible to submit an LOI and are encouraged to establish the PAMS accounts as soon as possible to avoid submission delays. To register, click "Create New PAMS Account" on the website https://pamspublic.science.energy.gov/ and follow the instructions for creating an account. You will be prompted to create a username and password and to enter your contact information. Registering to PAMS is a two-step process; once you create an individual account, you must associate yourself with ("register to") your institution. Follow the onscreen instructions to do this.

Letter of Intent Submission

To submit the LOI, log in to PAMS. Select "View Funding Opportunity Announcements" and find the current announcement in the list. Click on "Actions/Views" for this announcement, select "Submit Letter of Intent" from the dropdown, and follow the instructions from there. Note that you must select one and only one Principal Investigator (PI) per LOI; click on "Select PI" on the far right side of the screen and then select

the appropriate PI from the list of all registered users from your institution returned by PAMS. If the PI for whom you are submitting does not appear on the list then he or she is not yet registered in PAMS. For your convenience, you may have PAMS send an email invitation to the PI to register in PAMS. To do so, choose "Invite PI" at the top left of the "Select PI" screen. You can enter an optional personal message to the PI in the "Comments" box that PAMS presents, and it will be included in the email sent by PAMS to the PI. Enter your project title and the topic number and subtopic letter designation, e.g. 14c. The project title should be descriptive of the proposed research and not include phrases such as "Phase I," "Letter of Intent," or the topic and subtopic. The information you enter here will be used to assign your LOI to the designated topic and subtopic. (Note: The full application you submit must have the same title, topic number, and subtopic letter designation as your LOI.)

To upload the LOI as an attachment into PAMS, select "Attach File" at the far right side of the screen. Search for your file and then select "Attach" to upload the file. It is important that the LOI be in a single PDF file. You may enter an optional description of the file you are attaching. Using the dropdown at the bottom of the screen, save the LOI and then submit it to DOE. Upon submission, the PI will receive an email from the PAMS system acknowledging receipt of the LOI.

<u>Help Desk Support</u>

For help with PAMS, please contact the Office of Science PAMS Support Center. The PAMS Support Center can be reached Monday-Friday 7:00 AM-6:00 PM Eastern Time. Telephone: (301) 903-5313, Email: scsc@science.doe.gov.

Feedback

The DOE **will not** provide feedback in response to your LOI, **unless** the proposed R&D described in the LOI ***appears to be nonresponsive*** to the selected topic and subtopic. If an applicant receives feedback in this regard, it does not preclude that applicant from submitting a full proposal. However, the DOE encourages these applicants to either review the topic and subtopic description or contact the respective DOE topic manager as listed in the DOE SBIR/STTR Topics before submitting an application.